



**Campus Administrative**

**Policy Title: International Travel Policy for Students**

Policy Number: 7015                      Functional Area: Student Affairs

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Applies to: CU Anschutz  
CU Denver

**A. INTRODUCTION**

This policy supports education and experiences abroad by balancing the value of participation in activities internationally with the potential risks to the welfare and safety of students. This policy establishes the minimum requirements to mitigate and manage risks associated with university-affiliated international travel by students.

“International” or “abroad” is defined to include U.S. territories as well as any country outside of the United States.

“Student” is defined as any participant in a university-related activity abroad who is not employed by the university ~~and acting~~ as a trip leader. “Student” may include, but is not limited to, an enrolled student, member of a student organization, member of ~~the either~~ campus Wellness Centers, medical resident, alumnus, or program guest.

“University-related activity abroad” includes, but is not limited to, any activity supported

by the university by use of university funds or financial aid; any activity related to academic credit, experiential learning, or service learning; or any activity receiving support from a university employee such as organization, coordination, or supervision of activities abroad.

“Appeal” refers to the process of ~~requesting permission~~ petitioning for formal review and approval to ~~travel to locations or participate in programs with a higher risk location or to bring unaffiliated travelers on the program,~~ <sup>[HKD1]</sup> which ~~travel~~ would otherwise be prohibited under this policy. <sup>[WJ2]</sup> <sup>[HKD3]</sup>

**B. TABLE OF CONTENTS**<sup>[WJ4]</sup>

A. INTRODUCTION .....	1
B. TABLE OF CONTENTS.....	2
C. POLICY STATEMENT .....	2
D. TRAVEL APPROVALS .....	3
E. REVOCATION, SUSPENSION OR MODIFICATION OF TRAVEL APPROVALS.	4
F. ADDITIONS OR MODIFICATIONS TO APPROVED TRIPS OR PROGRAMS ....	<u>54</u>
G. PROGRAM CANCELLATIONS.....	<u>54</u>
H. UNAFFILIATED GUESTS ON GROUP TRAVEL (E.G., SPOUSES, CHILDREN)	<u>54</u>
I. PRE-DEPARTURE REQUIREMENTS .....	<u>65</u>
J. IN-COUNTRY REQUIREMENTS.....	<u>75</u>
K. CONSEQUENCES OF VIOLATING POLICY/TRAVEL IN VIOLATION OF THIS POLICY .....	<u>76</u>
NOTES.....	<u>86</u>

**C. POLICY STATEMENT**

The university facilitates student international travel and education abroad to foster interpersonal, academic, and career development, as well as cross-cultural understanding, while encouraging sound health, safety, and security measures that minimize risks to the traveler and institution.

Policy 1035: Oversight of University-related International Travel outlines the oversight responsibility of ~~gives~~ the Office of International Affairs (OIA) ~~responsibility~~ “for all international travel taken under the auspices of the University of Colorado Denver | Anschutz Medical Campus,” and ~~makes~~ <sup>designates</sup> the Office of Global Education (OGE), a unit within the Office of International Affairs, “responsible for direct oversight of all university-related student international travel.” Further, it charges the International Risk Management Committee (IRMC) to assist OIA with ~~the~~ execution of its international risk management responsibilities.

As such, the IRMC will ~~determine~~ assess the health and safety risk profile of a given destination through the utilization of third-party risk resources, government risk rating systems, and global education best practices, ~~the IRMC is will determine the health and safety risk profile of a given destination.~~ This procedure will identify those destinations that do not require travel appeals for student international travel, identify destinations

~~requiring a travel appeal, and identify destinations designated as “do not travel” for student international travel. using a variety of resources. The Refer to the Office of Global Education’s website will be continually updated to provide for details. organizations or s Consideration will also be given to the experiences and analysis of peer institutions. For some destinations and during international travel suspensions, tprescribed n elevated or~~  
The Office of Global Education is charged by the provost with oversight of all student international travel.

Therefore, all students, faculty, or staff involved with individual students or groups of students traveling internationally under the auspices of the university must register with contact (LKMS) the Office of Global Education. OGE will provide for specific guidance, timelines, and processes. For international destinations or programs requiring travel appeals, tThe process of obtaining formal review and a decision by senior leadership on permittable-permissible travel during travel suspensions or too high risk destinations can take up to two several months. Students, and faculty leading student international travel, will be advised by OGE to plan accordingly.

This policy applies to any student traveling internationally under the auspices of the university through the use of funds, group affiliation (e.g., through student organizations registered with and recognized by the Student Life & Campus Community office, community service or service learning groups, faculty-led travel or adventure travel), to fulfill academic requirements, or for other experiences. These experiences include; but are not limited to, study, service learning, research, internship, clinical rotation, practicum, capstone project, sports, or other experiential learning, or sports.

All classes of students fall under this policy, including but not limited to, non-degree, undergraduate, graduate, doctoral, medical student, and medical resident. This policy does not apply to student international travel for solely personal purposes such as vacation or non-university work-related activity that has no affiliation with the university.

## D. TRAVEL APPROVALS

The university, in its sole discretion, may deny approval for student international travel due to risk or uUniversity [WJG] policy. In addition, travelers may be required to submit an appeal request for permission to travel to locations or participate in programs that pose a specific health, safety, or security concern as indicated by authorities other such as the contracted travel assistance provider, than the U.S. Department of State (USDOS), such as the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), non-U.S. government authorities (e.g., Australian or Canadian authorities, or international travel assistance provider), and the University of Colorado Denver | Anschutz Medical Campus authorities.

~~1. Faculty led student travel to locations with USDOS travel advisory Level 1—exercise normal precautions, or Level 2—exercise increased caution, must have support of the academic department chair/program director or sponsoring~~

~~unit head and follow all required pre-departure and in-country requirements defined by the Office of Global Education.~~

~~2. Any student wishing to travel for academic purposes or any faculty or staff member overseeing travel with any university student(s) pursuing an academic goal to a location with a USDOS travel advisory rating of **Level 3-reconsider travel**, a CDC Warning Level 3—avoid nonessential travel, or the CDC special rating for specific outbreaks of Level 4—very high, must file a travel permission request appeal through the International Risk Management Committee (IRMC) to seek provost review of travel. The Provost's decision to approve or deny travel is based on student or faculty submissions, policies, and risk evaluations. approval. Faculty led programs or students traveling independently must attain academic department chair/program director and dean approval prior to the submission of the travel permission request appeal. The travel permission appeal request must be approved before the program/international opportunity will be confirmed. Contact the Office of Global Education for guidance in the travel appeal process and timelines.~~

~~— Considerations for approval are outlined in a request for permission to travel form available from the IRMC and OGE, and include, but are not limited to, the compelling justification for the academic program/experience to be in the high-risk location; relevance and meaningfulness of the academic goals; foreseeable health or safety concerns and their mitigation measures; traveler's experience; and the level of support in country.~~

~~a. We recommend that requests for permission contain assessment and country entry information from multiple sources including ISOS, the World Risk Report, John Hopkins, the U.S. Embassy and other sources of current country risk information.~~

~~b. Non-academic student international travel to locations with the above risk ratings are not eligible for a travel appeal.~~

~~Student travel, with or without accompanying faculty/staff, is prohibited to locations based on a compilation of assessment information with a USDOS travel advisory rating of **Level 4—do not travel.**~~

~~i. a. Exemption: An international student who holds a U.S. student visa or dual citizenship and who is returning to their home country for a university-sponsored experience where the home location has a USDOS Level 3 or Level 4 advisory need not file a travel appeal. Proof of citizenship/permanent residency must be provided to the Office of Global Education at least six weeks prior to departure. Such students are still required to complete the standard pre-departure requirements.~~

## **E. REVOCATION, SUSPENSION OR MODIFICATION OF TRAVEL APPROVALS**

When a significant health or safety concern arises (e.g., natural disaster, political disturbance, deteriorating security environment, disease outbreak, etc.), [OIA](#) and the IRMC will review student travel currently in progress and make recommendations to senior leadership who will determine if such activity may continue considering the circumstances. The university, in its sole discretion, may withdraw approval for or insist on modifications of international travel at any time. The provost, or the provost's designee, has final decision-making authority on university-related international travel [for students](#).

## F. ADDITIONS OR MODIFICATIONS TO APPROVED TRIPS OR PROGRAMS

If an approved international travel experience modifies or adds a new activity or academic track that materially changes its risk profile, the applicant must provide an explanation for further review of how any perceived risks will be mitigated. The applicant should consult with the Office of Global Education to determine which parts of the application require additional review.

## G. PROGRAM CANCELLATIONS

~~1.~~—If the university cancels a program before departure or while the program is in progress for reasons beyond its control, including but not limited to, political unrest, danger to participants' [health or](#) safety, natural disasters, or changes to ~~the USDOS- or CDC travel advisory~~ [the risk profile](#), participants may [personally](#) incur financial <sup>[HKD7]</sup>losses in the form of lost fees and tuition, or additional travel expenses in connection with program cancellation. ~~Participants—Students are highly encouraged to wait to pay deposits until trips are approved, and to procure “cancel for any reason” trip insurance. Participants~~ may or may not receive academic credit if a program is <sup>[WJ8]</sup> cancelled. ~~In the event that a program administered by CU Denver or CU Anschutz is cancelled, the university will make efforts to minimize the financial loss to students. In the event that a program administered by a Third Party Provider is cancelled, the university will make every effort within the Agreement provisions of the program to minimize financial loss to the student.~~

~~2.1.~~

~~3.2.~~ The University of Colorado Denver | Anschutz Medical Campus does not assume responsibility for financial risks associated with participation in a university-related activity abroad, [including cancellation of a program](#). Students, staff, and faculty are encouraged to consider supplemental insurance options, such as trip insurance, to cover [potential personal financial](#) <sup>[HKD9]</sup>losses if programs or activities are canceled. Supplemental insurance is also helpful if a traveler needs to cancel participation in a program or return early due to unforeseen personal emergencies. Such insurance is not required by the university and must be purchased on an individual basis.

## ~~H.~~—UNAFFILIATED GUESTS ON GROUP TRAVEL (E.G., SPOUSES, CHILDREN<sup>[LKM10][WJ11]</sup>)

~~H.~~

The university does not support ~~or endorse~~ accompanying unaffiliated travelers on official university programs. The university does not permit unaffiliated travelers to

accompany the group on any international programs or activities during the entire duration of the program or activity. “Unaffiliated travelers” refers to family members, friends, and other individuals not associated with the particular program. Exceptions may be requested through a prescribed permission appeal ~~appeal~~ ~~(HKD12)~~ approval process with the IRMC.

## ~~I. PRE-DEPARTURE REQUIREMENTS~~ ~~[WJ13]~~

~~Listed here are the minimum requirements for student international travel. International experiences organized by the university may have additional requirements. Contact the Office of Global Education for requirements, timeline, and process based on the type of travel.~~

~~Minimum Requirements: (at least five months before requested travel)~~ ~~[WE14]~~

- ~~— Obtain information on the destination country risk assessment from OGE.~~
- ~~— If high risk, commence the travel permission process from OGE and thoroughly complete the request for information.~~
- ~~— Student group travel approved by academic department or unit head (e.g., chair/dean, Global Education Advisory Committee, Director of Experiential Learning Center, Director of Student Life, Director of Wellness & Recreation Center). This approval is obtained by OGE or the IRMC following submission of the permission to travel request.~~
- ~~— Register with the Office of Global Education, to include emergency contact information, contact information while abroad, etc.~~
- ~~— Register with the university’s travel assistance provider, currently International SOS.~~
- ~~— Purchase of international medical and evacuation insurance as recommended by the Office of Global Education.~~
- ~~— Sign Student Release and Waiver detailing academic, financial, behavioral, travel risk, and health related responsibilities while abroad. Complete the pre-departure orientation, which may be completed online for some travelers.~~
- ~~— If necessary, obtain a successful travel appeal (required per D.3 above).~~
- ~~— Submit an Emergency Action Plan (EAP). An EAP is required for group travel and highly recommended for all travelers.~~

~~Recommendations:~~

- ~~— Address any personal health and safety concerns (e.g., meet with primary care doctor or visit immunization clinic, Student & Community Counseling Center, or other support service).~~
- ~~— Contact International SOS with any medical or security questions about destination(s) and itinerary.~~
- ~~— Contact and register with Disability Resources & Services if any accommodation would be required.~~
- ~~— U.S. citizens should register with the U.S. Department of State’s Smart Traveler Enrollment Program (STEP).~~

- Review online information about destination(s) via U.S. Department of State, Centers for Disease Control, World Health Organization, travel assistance provider (International SOS), and insurance provider websites.

## **J. IN-COUNTRY REQUIREMENTS**

### Requirements:

- At all times carry an electronic and hard copy of the EAP which includes international medical and evacuation insurance information and the closest medical facility.
- Uphold the Student Code of Conduct—Students traveling under the auspices of the university are expected to uphold the Student Code of Conduct. Students should also follow any applicable professional or ethical codes of conduct. A student may be dismissed from the abroad experience for conduct that is disruptive to the program experience, including but not limited to safety concerns, reputation, or academic integrity of the program, the student, other participants, or the university. Should a student be dismissed, the student may not be reimbursed for the program fee, may suffer academic consequences, and is responsible for all expenses related to immediate departure from the program. The student is responsible for any direct damage caused to university property, or property owned and maintained by the university's partners or contractors.
- Fully participate in required program activities.
- Adhere to university policies/procedures.
- Obey laws of host country and U.S. as applicable.
- Neither independent student travelers nor student or university employees on group travel are permitted to operate motor vehicles (including but not limited to electric or gas powered scooters, motorbikes, motorcycles, recreational vehicles, or cars) while participating in a university related opportunity abroad.
  - Exception: A traveler returning to one's home country is allowed to operate a motorized vehicle but may not have other university affiliated passengers in the vehicle.

### Recommendations:

- Apprise university contact of any changes to itinerary, address, and contact information while abroad. Changes should be submitted as soon as possible and at a minimum within 24 hours of the change taking effect.
- Download the International SOS app to receive health and security alerts in country.

## **K.I. CONSEQUENCES OF VIOLATING POLICY/TRAVEL IN VIOLATION OF THIS POLICY**

Individual students who have not obtained travel permission (or whose travel program administrators have not obtained travel permission for group travel) will be referred to the Office of Student Conduct and Community Standards and/or other appropriate

offices for potential policy violations. Consequences may include, but not be limited to, conduct sanctions; not receiving institutional funds including financial aid, -grant funding, or payment of expenses for related international travel activities; repayment of any spent funds; and/or assessment of a fee.

~~1.~~

Employees who knowingly facilitate undisclosed or unapproved or non-reviewed university-sponsored student international travel may be subject to discipline under university policies and procedures.

~~2.~~

~~3.~~ Students and employees who choose to travel in knowing violation of this policy are ~~willingly~~ ~~willfully~~ ~~[LKM15]~~ ~~[HKD16]~~ acting outside the control and responsibility of the university.

## NOTES

1. Dates of official enactment and amendments:  
July 1, 2012: Adopted by Provost  
November 2, 2018: Modified  
April 1, 2020: Revised/reissued by the Chancellors  
April 1, 2021: Revised (pending)
2. History:  
November 2, 2018: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Article Links, University branding, and formatting updated by the Provost's Office.  
April 1, 2020: Language changes were required to be consistent with the USDOS' travel advisory levels. Addressed non-academic student international travel (e.g., for conferences or Alternative Breaks). Also, Health and Wellness Center now facilitates "Adventure Travel." Definition of "Student" was expanded to include these new types of travel. "International" and "abroad" definitions now cover U.S. territories where emergency services may not be commensurate with those found in the continental U.S.
3. Initial Policy Effective Date: July 1, 2012
4. Cross References/Appendix: N/A